



Introduction, 2 Days

Course Description

This course is intended for the beginning user of QuarkXPress, or for the user who knows some basics but feels they are not utilizing all the layout options available to them. The student should have a good working knowledge of the computer desktop and mouse control. The objective is to prepare the student to create and format single-page and multi-page documents for output.

Prerequisites

Participants should already be familiar with basic Windows use. No prior experience with QuarkXPress is necessary.

Topics Covered

Creating a single page document and its layout

- Using document setup settings
- Placing graphics
- Adding and formatting display type
- Aligning items to guides
- Manipulation of picture boxes
- Saving files

Creating a multi page document

- Set up a facing-pages document
- Use of the pica measuring system
- Insert additional pages
- Adding CMYK and spot colours
- Applying colours
- Creating master pages

Typesetting

- Text flow control
- Leading and paragraph spacing
- Indents and tabs
- Adding rules above/below paragraphs
- Format type using style sheets
- Editing style sheets

Tables

- Set up a table
- Create a table from existing text
- Place graphics in table cells
- Resize rows and columns
- Adding, deleting, and merging cells
- Formatting cells

Readability Features

- Checking spelling
- Runaround
- Frame formats
- Text insetting
- Page numbering

Readying a Document for Print

- Picture linkage
- Font linkage
- Printing Proofs
- File collection for output
- File formats